ENVIRONMENTAL SERVICES DEPARTMENT

NSF-ISR

ENVIRONMENTAL MANAGEMENT SYSTEM REGISTERED TO ISO 14001:2004

# Purpose and Expectation

- Program Purpose - To provide a general awareness of the Refuse Disposal Division's Internal Audit and Third Party Audit Procedures

- Our Expectation – For all Refuse Disposal Personnel to be able to understand the concepts of ISO 14001 and the RDD's EMS in relation to their jobs.

# EMS Audit Purpose

- CHECK IF THERE IS A DOCUMENTED EMS:

  "DID YOU SAY WHAT YOU WOULD DO?"

- CHECK IF THE EMS IS IMPLEMENTED:

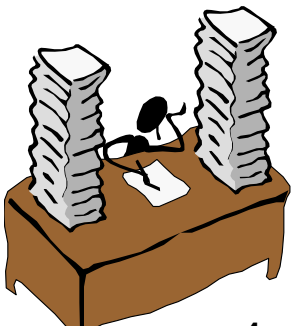
  "DID YOU DO WHAT YOU SAID YOU WOULD DO?"

- OBJECTIVELY AND IMPARTIALLY VERIFY:

  "PROVE IT" - "SHOW ME"

# Audit Stages

- PLANNING
  - Assemble Audit Team
  - Define Audit Scope/Plan
  - Review Documentation
  - Prepare Checklists
  - Conduct Opening Meeting
- EXECUTION
  - Interviews
  - Observations
  - Verification of Implementation
- REPORTING
  - Nonconformance Reports
  - Summary Reports
  - Closing Meeting
- CORRECTIVE ACTION
  - By Auditees
- FOLLOW-UP

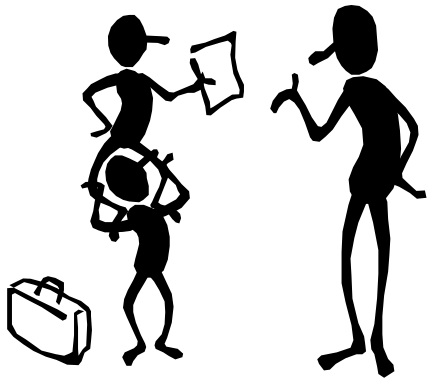


# What is Objective Evidence?

- Verifiable information, records or statements of fact
- Can be quantitative or qualitative
- Used by the auditor to determine whether the audit criteria are met
- Typically based on interviews, document review, observations, and monitoring and measurement results

# Audit Participants

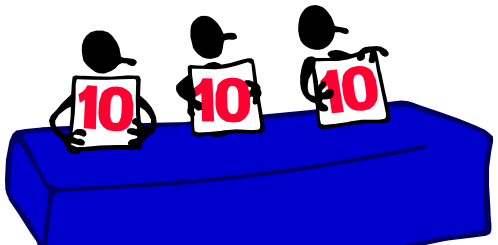
- Auditee "YOU"
  - ISO - The organization being audited.
  - Class - The person (representing the department) who is actually audited.

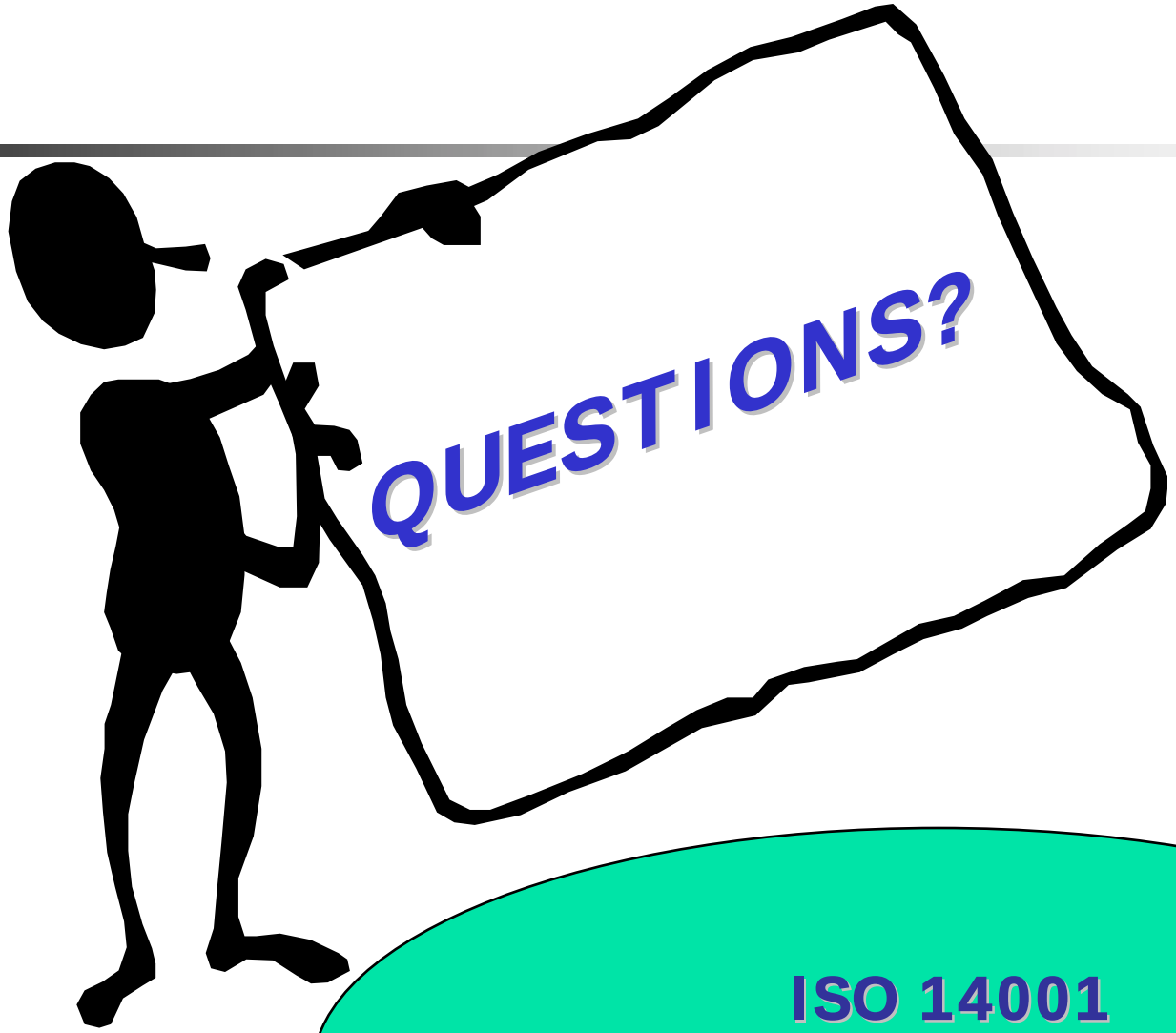


- Lead Auditor/Auditor
  - Lead Auditor: a qualified and trained individual authorized to plan organize and direct EMS audits of RDD facilities, to report findings and observations and evaluate the adequacy of correctiv and preventive actions.
  - Auditor: a qualified and trained individual who is authorized to perform specific EMS audit functions under the direction of a Le EMS Auditor.

# Audit Grading

- Observation:
  - suggestion for improvement of the system
  - could result in a future non-conformance
- Minor non-conformance:
  - isolated incident of non-conformance
- Major non-conformance:
  - absence of a mandatory ISO 14001 requirement
  - many minor non-conformances of the same type
  - represents a system breakdown



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**ISO 14001**
**Environmental Management System**
**Audit 4.5.4**